

Module 1

Chapter 3

Navigating the DCPDS

Chapter Overview

Introduction This chapter explains the basics of how to move around in (or “navigate”) the DCPDS to perform your work, including common windows terminology and the menus and tools you will see displayed on the DCPDS windows.

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Windows Terminology

Purpose

The DCPDS is a “windows” application. This section describes and defines the windows terminology.

The screenshot shows the Oracle Applications - YOSEMITE_SQT11 window. The title bar includes 'File Edit View Folder Tools Window Help'. The main window is titled 'People' and contains a form for a person record. The 'Name' section includes fields for Last (Brock), First (Denise), Title, Prefix, Suffix, and Middle (J). The 'Gender' is set to 'Female' and 'Action' is a dropdown. The 'Person Types' section shows 'Employee' selected. The 'Identification' section shows 'Employee' selected, '24527' in the Social Security field, and '000-00-0000' in the Social Security field. Below these are tabs for 'Personal', 'Employment', 'Office Details', 'Applicant', 'Background', 'Rehire', 'Further Name', 'Medical', and 'Other'. The 'Personal' tab is active, showing 'Birth Date' as '21-JUL-1958', 'Age' as '44', 'Town of Birth', 'Region of Birth', 'Country of Birth', 'Status', 'Nationality', and 'Registered Disabled'. The 'Effective Dates' section shows 'From' as '25-JAN-1981' and 'To' as a dropdown. The 'Latest Start Date' is '25-JAN-1981'. At the bottom are buttons for 'Address', 'Extra Information', 'Assignment', 'Special Info', and 'Others...'. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Terms


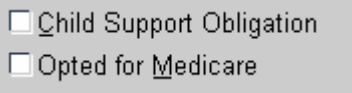
Below is a list of basic windows terms and their definitions.

Term	Definition
Application	A computer software program. The DCPDS is an <i>application</i> . Another example of an <i>application</i> is <i>Microsoft Word for Windows</i> .

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Windows Terminology, Continued

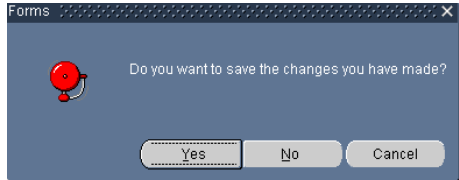
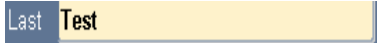
Terms (continued)

Term	Definition
Button	<p>A graphic element that initiates a predefined action when you choose it. In the examples below, the <i>button</i> with the picture of a diskette on it initiates the “save” function.</p> <p>◆ Examples: </p>
Check Box	<p>A box in which you can toggle between an “on/off” or “yes/no” state for a value.</p> <p>◆ Example: </p>
Clipboard	<p>A temporary storage area that holds objects (e.g., data) that you “cut” or “copy” (see <i>Main Menu Bar</i>, <i>Edit Menu</i> in this User Guide for more information about the cut and copy functions in the DCPDS).</p>
Current Record Indicator	<p>Multi-record blocks often display a <i>current record indicator</i> to the left of each record. A <i>current record indicator</i>, when filled in, identifies a record as being the current or “active” record.</p>
Desktop	<p>The screen background on your computer monitor, where you view and access all information.</p>

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Windows Terminology, Continued



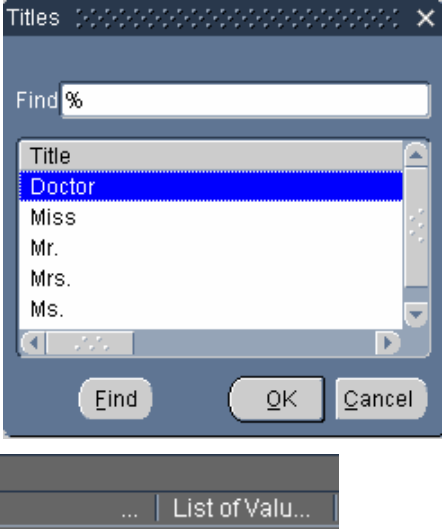
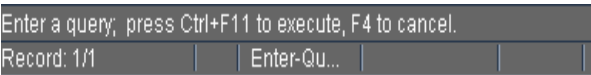
Terms (continued)

Term	Definition
Dialog Box	<p>A window that requires you to act on its contents before continuing.</p> <p>◆ Example: </p>
Field	<p>Also referred to as a “data field.” An area in a window that opens data or allows you to enter data.</p> <p>◆ Example: </p>
Flexfield	<p>A data field that is made up of sub-fields, or segments. That is, a flexfield contains a number of data fields (or separate pieces of data) within itself. In contrast, regular information fields hold just one unit of information. (See the section on <i>Flexfields</i> in this User Guide for more information).</p>
Form	<p>An organized display of data fields through which you can access and enter information to complete a business task. When you use the Navigation List on the Navigator window, you navigate to a form.</p> <p>◆ Examples of forms:</p> <ul style="list-style-type: none"> • “Request for Personnel Action Appointment” • “Workflow Inbox” • “Position” <p>Each form opens one or more windows that link to a task flow.</p> <p>A given window can appear in more than one form if it accomplishes a task that is part of more than one task flow.</p> <p>A form in one responsibility may vary from the same form in another responsibility, in that certain windows or buttons may exist in one but not the other. What you see depends upon your responsibility.</p>

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Windows Terminology, Continued

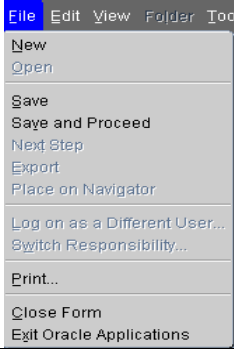
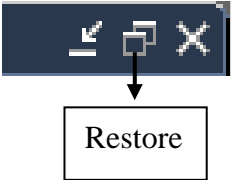
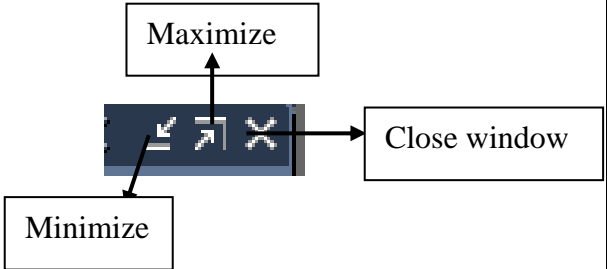
Terms (continued)

Term	Definition
Icons	<p>Small pictures that represent various applications, files, folders, or commands.</p> <p>◆ Example: </p>
List of Values (LOV)	<p>A List of Values (LOV) (possible data choices) for the current data field. LOVs are available for most data fields. If a list is available, <List> will appear on the message line at the bottom of the window.</p> <p>◆ Example: </p> <p>List of values</p> <p>Message line</p>  <p>Choices in list: 5 Record: 1/1</p>
Message Line	<p>A line of text that is displayed near the bottom of your window that opens hints, warnings, error information and status information about the current window or data field, such as query-mode and record-count information.</p>  <p>Enter a query; press Ctrl+F11 to execute, F4 to cancel. Record: 1/1</p>

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Windows Terminology, Continued



Terms (continued)

Term	Definition
Menu	<p>A list (“menu”) of choices used to perform a variety of functions. The Main Menu Bar provides menus for functions needed throughout the DCPDS (for example, to save an action or do a query). The Main Menu Bar is always in view and accessible; it is located at the top of every window. There are also “drop-down menus” that appear throughout the system, organized around specific forms, data, or functions.</p> 
Resize	<p>Restores a window to its previous size and location.</p> 
Maximize / Minimize	<p>To Maximize or Minimize a window select a window command icon button at the top right corner of the window. You can enlarge the window to fill the entire desktop or Minimize the window which keeps it active and easily available for your use,</p> 

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Windows Terminology, Continued

Terms (continued)

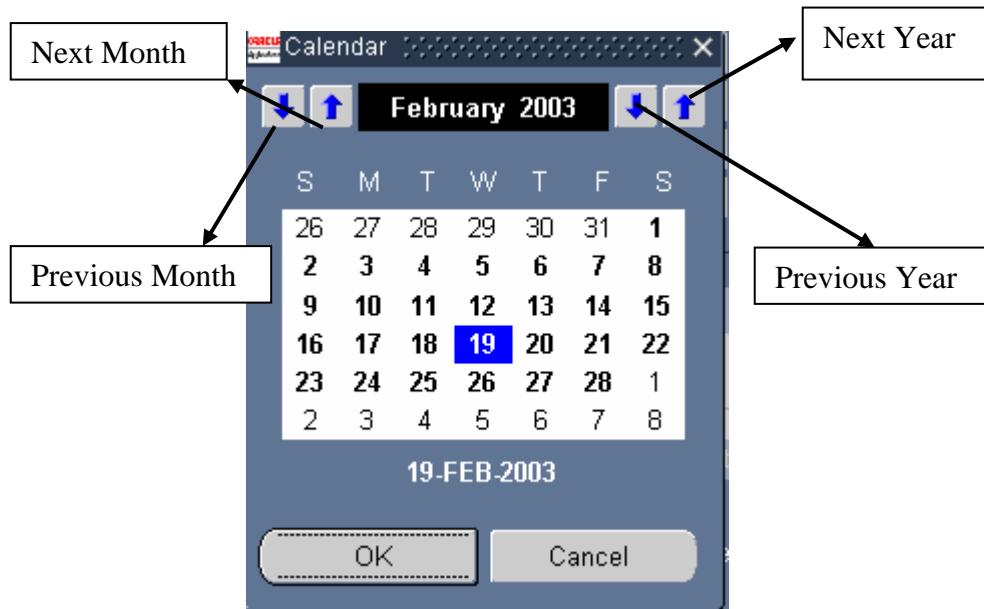
Term	Definition
Navigate	Term used to describe the way users move around in the DCPDS; e.g., move from one place in the application (form, window, data field, etc.) to another. Users can navigate through the system by using the mouse or keyboard.
Scroll Bar	<p>The shaded bars located along a side and/or bottom of a window when the size of the window contents (document, List of Values, inbox, form, etc.) exceeds the space of the window. To scroll to another part of the item (you have open and are working with document, List of Values, inbox, form, etc.), click and drag the box or click the arrows in the scroll bar.</p> 
Taskflow Buttons	<p>A sequence of windows linked by buttons to take you through the steps necessary to complete a task, such as hiring a new employee.</p> 

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Enter Dates Using the Calendar

Purpose To explain the steps needed to use the calendar button. The calendar feature, essentially an LOV, provides an easy way to find and enter a valid date.

Illustration If the data field requires a date, click the calendar icon in the toolbar.




Entering a Date Using the Calendar

Step	Action
1	<p>Click in the applicable date data field, then:</p> <p>Click the ellipsis at the end of the field. </p> <p>The Calendar window opens (see illustration above). The date value that appears below the calendar is either the value already in the data field, the default value of the data field, or the current system date.</p>

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Enter Dates Using the Calendar, Continued



Entering a Date Using the Calendar (continued)

Step	Action	
2	Select the month and year you wish to enter by clicking the arrows at the top of the Calendar window until the desired month and year display:	
	To Display:	Click:
	Previous Month	<i>Left</i> arrow button to the <i>left</i> of the <i>month</i> display
	Next Month	<i>Right</i> arrow button to the <i>left</i> of the <i>month</i> display.
	Previous Year	<i>Left</i> arrow button to the <i>right</i> of the <i>year</i> display.
	Next Year	<i>Right</i> arrow button to the <i>right</i> of the <i>year</i> display.
3	Click a day button.	
	Note: Disabled buttons that show dimmed text represent invalid days, which cannot be selected.	
4	Click < OK > to accept the selected date and close the Calendar window.	

New Record

Purpose To describe the steps necessary to create a new record in the database.

Creating a New Record

Step	Action
1	<ul style="list-style-type: none"> Click New Record icon  on the Toolbar.
2	<ul style="list-style-type: none"> Click File ▢ Save and Proceed from the Main Menu Bar <i>OR</i> Click Save icon  on the Toolbar, the record is saved to the database.



Notes:


- When you insert a new record in a multi-record block, the system moves the current block down and inserts a new blank row. You add a new record by filling in this row.
 - When you insert a new record in a single-record block, the system opens a blank record in the current block so you can enter data for a new record.
-

Delete Record

Purpose

To describe the steps to delete a record from the database.

To Delete a Record

Step	Action
1	<ul style="list-style-type: none">Click Edit ▢ Delete Record from the Main Menu Bar, Then save work. <p><i>Or</i></p> <p>Click Delete Record icon  on the Toolbar, The record is now deleted from the database</p>




Note: If you exit without saving your work, the record will not be deleted from the database.

Copying and Moving Data

Purpose To guide you through the steps to copy or move data from one data field to another.

Terms

Term	Definition
Copy	Refers to the process of making a duplicate or <i>copy</i> of data already in one data field, to then be inserted or <i>pasted</i> in another data field. When you use the <i>copy</i> function, the data you copy is temporarily stored on the “clipboard” until you “paste” it to another location or until you “cut” or “copy” other data.
Clipboard	A temporary storage place for data that has been <i>copied</i> or <i>cut</i> . Clipboard contents are replaced with the next “copy” or “cut” action.
Cut	Refers to the process of removing or <i>cutting</i> data from one data field, and inserting or <i>pasting</i> it in another data field. You use the cut function when you want to move data from one data field to another. When you use the <i>cut</i> function, the data you copy is temporarily stored on the “clipboard” until you “paste” it to another location or until you “cut” or “copy” other data.
Paste	The function of <i>pasting</i> the contents of the clipboard into the current data field.

Copying or Moving Data  **Note:** The *cut* function is only available if the data field can be updated. This is because the cut function removes data from its current location.

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Copying and Moving Data, Continued

Copying or Moving Data (continued)

Step	Action						
1	<p>Highlight the data you wish to copy or move; to do this:</p> <ul style="list-style-type: none"> • [Tab] to the data field (when you tab to a data field with text in it, the text is automatically highlighted and ready to copy or cut). <p><i>Or</i></p> <ul style="list-style-type: none"> • Move your mouse so your cursor is to the left or right of the text you wish to copy. Click and continue to hold your mouse button down while you drag your cursor over the data, releasing the mouse button when you get to the end of the text to be copied. 						
2	<table border="0"> <tr> <td><u>To do this...</u></td> <td><u>Do this...</u></td> </tr> <tr> <td>Copy the Data</td> <td> <ul style="list-style-type: none"> • Click Edit ▢ Copy from the Main Menu Bar. <p><i>OR</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + c. </td> </tr> <tr> <td>Move the Data</td> <td> <ul style="list-style-type: none"> • Click Edit ▢ Cut from the Main Menu Bar. <p><i>OR</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + x. </td> </tr> </table>	<u>To do this...</u>	<u>Do this...</u>	Copy the Data	<ul style="list-style-type: none"> • Click Edit ▢ Copy from the Main Menu Bar. <p><i>OR</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + c. 	Move the Data	<ul style="list-style-type: none"> • Click Edit ▢ Cut from the Main Menu Bar. <p><i>OR</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + x.
<u>To do this...</u>	<u>Do this...</u>						
Copy the Data	<ul style="list-style-type: none"> • Click Edit ▢ Copy from the Main Menu Bar. <p><i>OR</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + c. 						
Move the Data	<ul style="list-style-type: none"> • Click Edit ▢ Cut from the Main Menu Bar. <p><i>OR</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + x. 						
3	<p>Click the data field where you wish to insert the copied or cut data and:</p> <ul style="list-style-type: none"> • Click Edit ▢ Paste from the Main Menu Bar. <p><i>Or</i></p> <ul style="list-style-type: none"> • Press [Ctrl] + v. <p>The data opens in the current data field.</p>						



Caution: Clipboard contents will be replaced with the next “cut” or “copy” action. To avoid losing clipboard contents (data that has been cut or copied), “paste” it to the desired location before you “cut” or “copy” other data.

Clear Data

Purpose



To describe the steps to enter data and then “erase” the data without saving it to the database by using the **Clear** function.

The data you clear is erased from the window. If the data has already been saved to the database, the clear function will not delete the data from the database.

If the data is new and has never been saved to the database, it will be lost permanently when you clear it.

Clearing Data

Use the procedures below to clear data from a data field, record, block, or form.

To Clear Data From a...	From the Main Menu Bar, Click ...	From the Toolbar Click...	Or Use Keyboard Shortcut...
Data field	Edit ▢ Clear <u>F</u> ield		[Ctrl] + u
Record	Edit ▢ Clear <u>R</u> ecord		[Shift] + [F4]
Block	Edit ▢ Clear <u>B</u> lock		[Shift] + [F5]
Form	Edit ▢ Clear <u>F</u> orm		[Shift] + [F7]

Duplicating a Data Field

Purpose

To describe the steps to duplicate data from a previous record if much of the data needs to be repeated again in a new record.

Copying a Data Field Value from the Previous Record

1. Enter a new record or query an existing record in a window.
2. Click **File ▢ New Record** from the Main Menu Bar to insert a new record after the existing record.
3. Navigate to the data field whose value you want to duplicate in the new record.
4. Click **Edit ▢ Duplicate Field Above** from the Main Menu Bar to copy the data field value from the previous record to the current record.

Copying All Data Field Values from the Previous Record



1. Enter a new record or query an existing record into your form.
2. Click **File ▢ New Record** from the Main Menu Bar to insert a new record after the existing record.
3. Click **Edit ▢ Duplicate Record Above** from the Main Menu Bar to copy all data field values from the previous record to the current record.

Note: The **Duplicate Record Above** menu item will not duplicate data fields that must be unique.

When Not Applicable



The **Duplicate Field Above** and **Duplicate Record Above** menu items are not available if there is no previous record (for example, if you are on the first record of a block).

Editing a Data Field Using the Editor Window

Purpose

To provide the steps to view, enter, or update the contents of a text data field by using the **Editor** window. Using this window is not necessary, but it can be useful for doing a search and replace in a data field that contains a lot of text.

Using the Editor Window

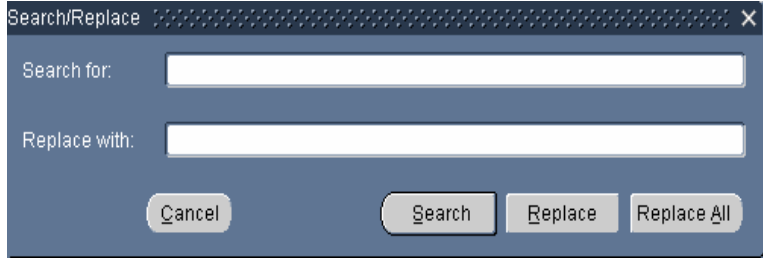
Step	Action
1	<ul style="list-style-type: none"> Click Edit ▢ Edit Field... from the Main Menu Bar. <i>Or</i> Use keyboard shortcut [Ctrl] + e. <p>The Editor Window opens:</p> 
2	<ul style="list-style-type: none"> Type in a new value <i>Or</i> edit the existing value in the Editor window. Follow the procedures below to search for a phrase and replace it with another phrase. <p> Note: If the current data field is a display-only data field, the Editor Window opens in a display-only mode.</p>
3	Click <OK> to close the window and insert the value in the data field.

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Editing a Data Field Using the Editor Window, Continued

Searching and Replacing Text

Follow the procedures below to search for a phrase within the text of the data field. If you choose, you can also replace the piece of text with another piece of text.

Step	Action
1	<ul style="list-style-type: none"> Click Edit ▢ Edit Field... from the Main Menu Bar. <i>OR</i> Use keyboard shortcut [Ctrl] + e. <p>The Editor window opens.</p>
2	<p>Click <Search> in the Editor window to open a Search/Replace window:</p> 
3	<p>Type a value in the Search for data field. If you want to replace that value with another value, type the new value in the Replace With data field.</p>
4	<ul style="list-style-type: none"> Click <Search> to search for the value. <i>Or</i> Click <Replace> to search for the value and replace the <u>first occurrence</u> with the new value. <i>Or</i> Click <Replace All> to search for the value and replace <u>all occurrences</u> with the new value.
5	<p>When you are satisfied with the value in the Editor window, click <OK> to close the window and insert the value in the data field.</p>

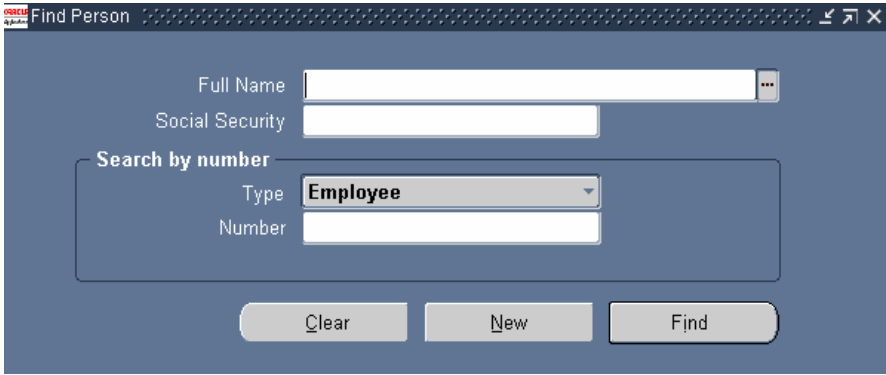
Direct Data Updates

Purpose

After an employee is on board, you can update the database to add new information or change existing information. If an SF-50, Notification of Personnel Action, or a Request for Personnel Action (RPA) is **not** required, you can perform a direct data element update to the database.

Updating a Direct Data Element



Follow the procedures below to update information in the database when no SF-50, Notification of Personnel Action, is required (if a SF-50 is required, use the Request for Personnel Action).

Step	Action
1	<p>Navigation Path, [] People [] Enter and Maintain. The Find Person window opens.</p> 
2	<p>In the Find Person window, query for the employee by either their social security number or name:</p> <ul style="list-style-type: none"> Click in the <i>Social Security</i> data field and then: <ul style="list-style-type: none"> Type in the employee's social security number, with the dashes (format: NNN-NN-NNNN). Click <Find>. <i>Or</i> Click in the <i>Full Name</i> data field: <ul style="list-style-type: none"> Type in the employee's last name, or portion of it, followed by a percent sign (%). (Example: Robb%) Click <Find>. A List of Values opens; click the employee's name.

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Direct Data Updates, Continued

Updating a Direct Data Element (continued)

Step	Action
3	The People window (employee's record) opens. If the effective date of the data change is not the current date, click the Alter Effective Date icon  on the Toolbar..
4	Navigate to the data field to be updated by clicking on the appropriate Taskflow Button at the bottom of the window, and then any subsequent Taskflow Buttons and list windows. If you navigate to a list of categories in a window that has a Details field at the bottom of the window: <ul style="list-style-type: none"> • Scroll through the list of categories. If all are not in view, click the “down” arrow to the left of the category or press [Page Down] or [Page Up] on your keyboard to scroll down or up through the list. • Click the appropriate category. • Click in the Details field at the bottom of the window.
5	Click the data field you need to update and edit the data field as required. Use the LOV within the window as necessary.
6	Click the Save button  on the Toolbar to save the change to the database.
7	If you are changing existing data, an Option window will display asking you to select <Update> or <Correction> : <ul style="list-style-type: none"> • Click Update to change the record as of the effective date you specify. When you update a record, all previous information is preserved and can be viewed in history. • Click Correction if the previous data is incorrect. The new information will override the previous information back to the date that the error occurred.
8	The Message Line will indicate that your transaction has completed and has been applied and saved to the database.

Saving Your Work

Purpose

To update the DCPDS, you need to save all data that you enter, edit, or delete.

Saving your work is sometimes referred to as “committing a change” or “transaction”.

In many cases, the DCPDS will prompt you to save your work before proceeding.

Edits for Correct Data Entry: “Validation”

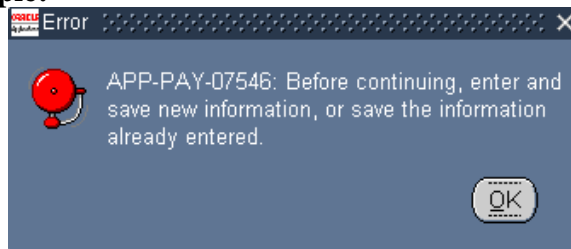
When you click **Save**, the DCPDS checks your work (“validates” it) against certain built-in edits, to ensure the values or combination of values entered meet HR Federal and DoD business rules.

If your work meets the edit criteria, a Message Window and the Message Line notifies you that your work will be saved to the database.

Example:

If any of the data you enter is invalid (i.e., does not meet required business rule edits) or if required data is missing, an error message opens describing the problem to you.

Example:



Caution: If you receive an error message, your data **will not** be saved to the database. You need to correct the problem and try the save again.

Saving Your Work

Use the following methods to save your work.

To:	On the Main Menu Bar Click...	Or On the Toolbar Click...	Or Use the Keyboard Shortcut...
Save your work and enter a new transaction	File ▢ <u>S</u> ave or File ▢ <u>S</u> ave and Proceed		Ctrl + S

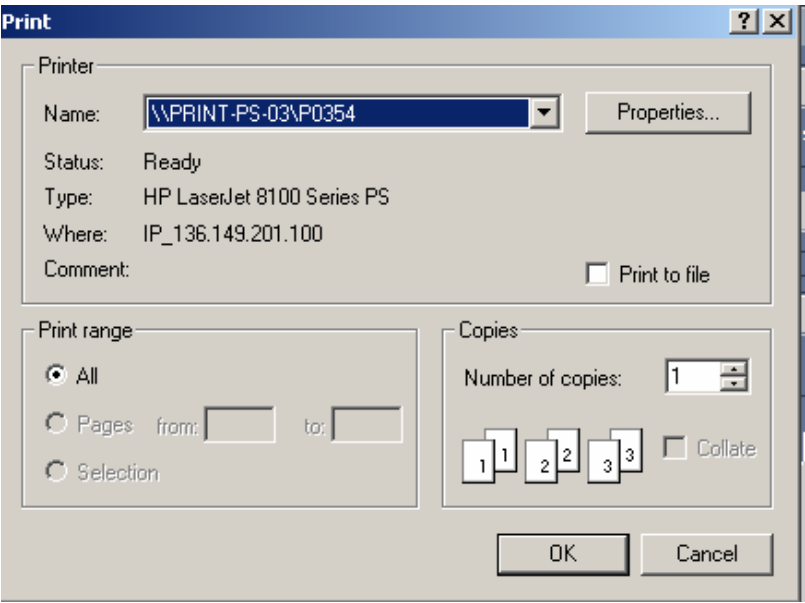
Printing a Window

Purpose

You can print an image of the current window at any time.

How to Print a Window

To print a current window:

Step	Action
1	Click File [F] Print from the Main Menu Bar. A Print window will open.
2	<ul style="list-style-type: none"> Enter any necessary information on the Print window, such as printer, size of the image, orientation. Then click <OK>. 

Attaching a Document

Purpose

This section guides you through the steps to attach, view, print, and delete an attachment to a record.

Before You Begin


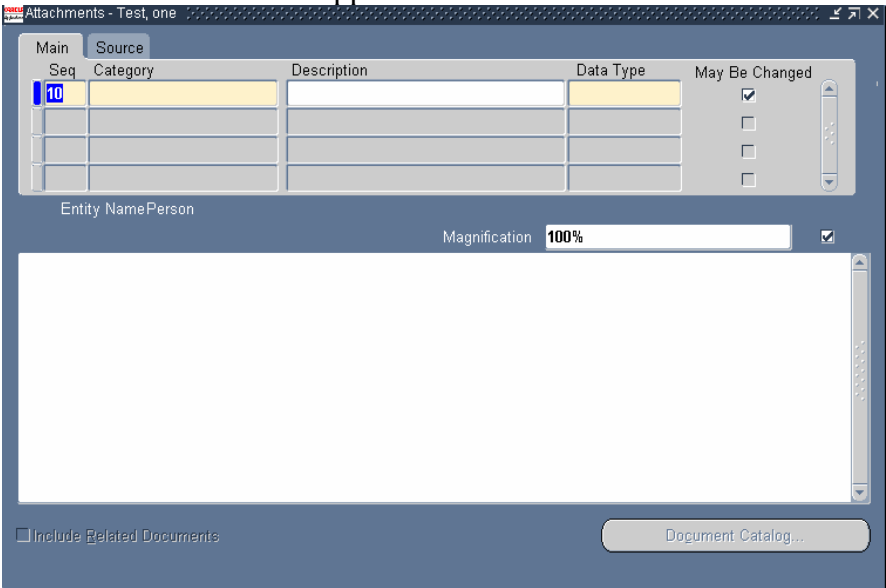
- Supporting documentation is sometimes required with an RPA, Position, People, Activity, or other record. You can attach short comments, word documents, images, OLE objects, or Web pages to many records. For example, you can attach a position description to a position record.
- When the Attachments button is enabled, it becomes a solid paper clip holding a paper when the current record has at least one attachment.



- Each record can have one or more attachments and you can copy attachments from one record to another. You can store the attachments in the database or in your file system in the Document Catalog.

Attaching a Document

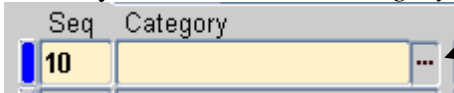
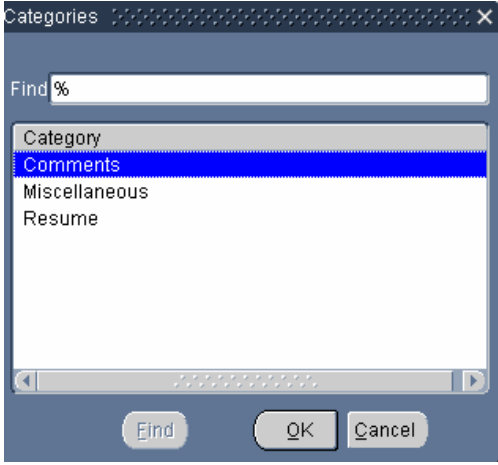
While in a Form and wish to attach a document follow the steps listed below

Step	Action
1	<p>Click the Attachments  icon to invoke the form and the attachment window will appear</p>  <p>The <i>Seq</i> number is system-generated. <i>Main</i> or <i>Source</i> are alternative regions to give you more options/segments to determine what kind of attachment you have.</p>

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Attaching a Document, Continued

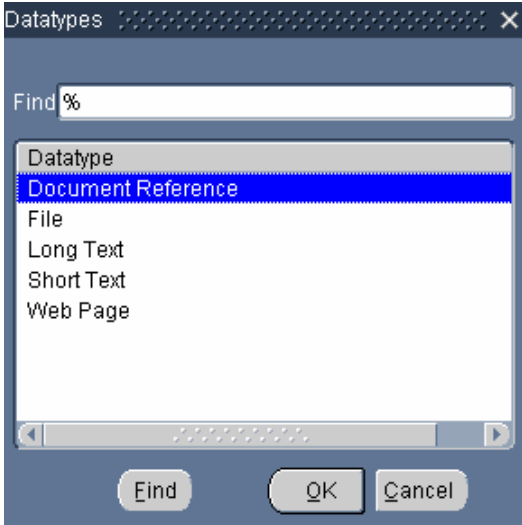
Attaching a Document (continued)

Step	Action
2	Place your cursor in the <i>Category</i> data field, click the LOV. 
3	The Categories window opens. Select <i>Comments</i> , <i>Resume</i> or <i>Miscellaneous</i> and click <OK>. 
4	In the Description field type the information you want to attach such as a job description, name of word document, etc. This is a free flow text field of 255 characters. Press [Tab] on your keyboard.

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Attaching a Document, Continued

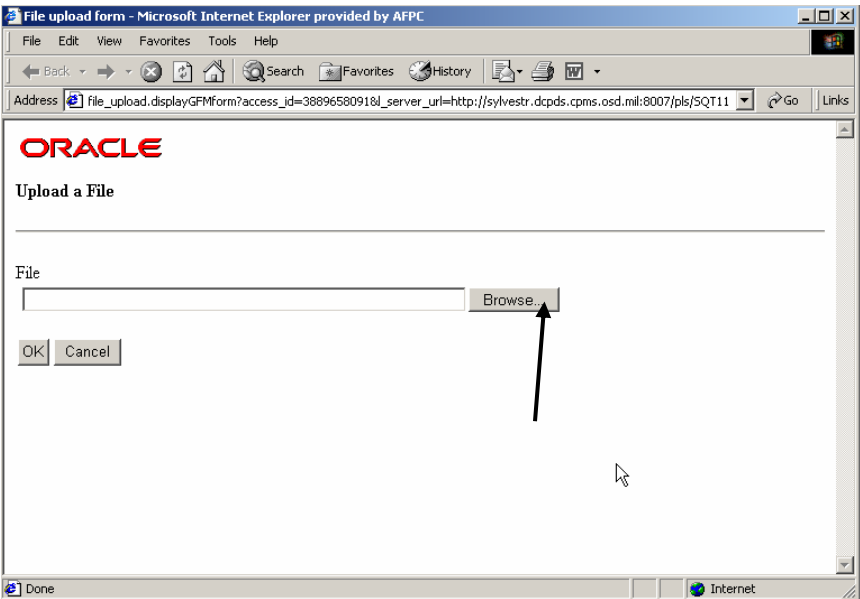
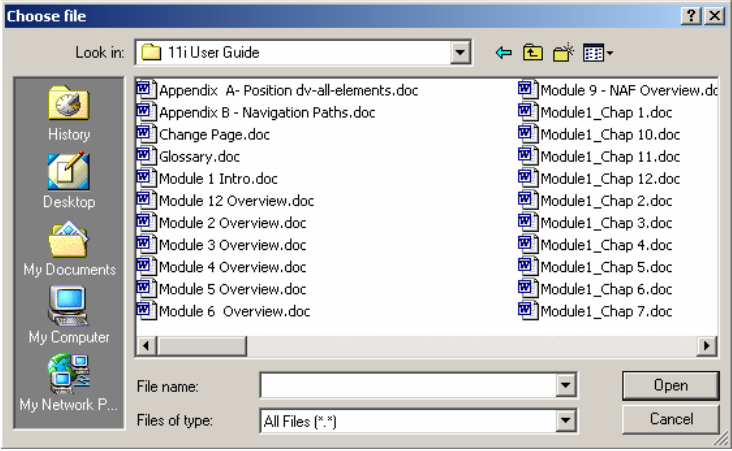
Attaching a Document (continued)

Step	Action
5	<p data-bbox="548 426 1317 499">With your cursor in the Data Type data field click the LOV. Select the format for your data and click <OK>.</p>  <p data-bbox="548 1119 1092 1150">You can select any of the data types listed.</p> <ul data-bbox="548 1167 1398 1610" style="list-style-type: none"> • “File” places a file in as the attachment. Such as a word doc or power point doc. • “Long Text” is text stored in the database containing 2000 characters or more and is used when <i>Comments</i> is selected. • “Document Reference is representative of a document that already exists within the Oracle Application • “Short Text” is text stored in the database containing less than 2000 characters. • “Web Page” is a URL reference that you can view with your Web browser. You must define your Web browser to view a Web page attachment.

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Attaching a Document, Continued

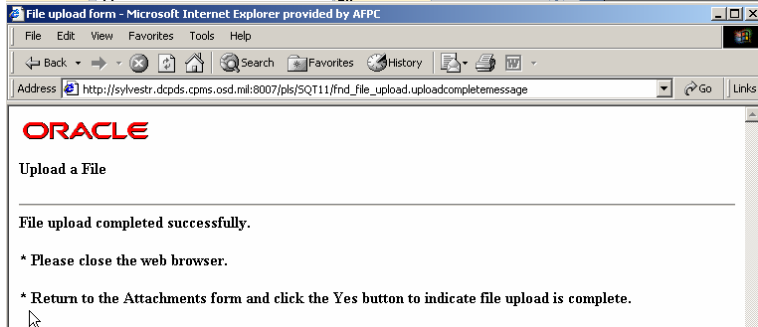
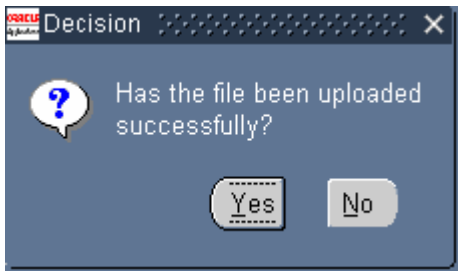
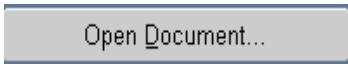

Attaching a Document (continued)

Step	Action
6	<p>If the File data type is selected, a web enabled page will populate allowing you to search for the file of choice.</p> 
7	<p>Click Browse button to select drive, directory and file, after the file is elected click Open button and then OK to proceed.</p> 

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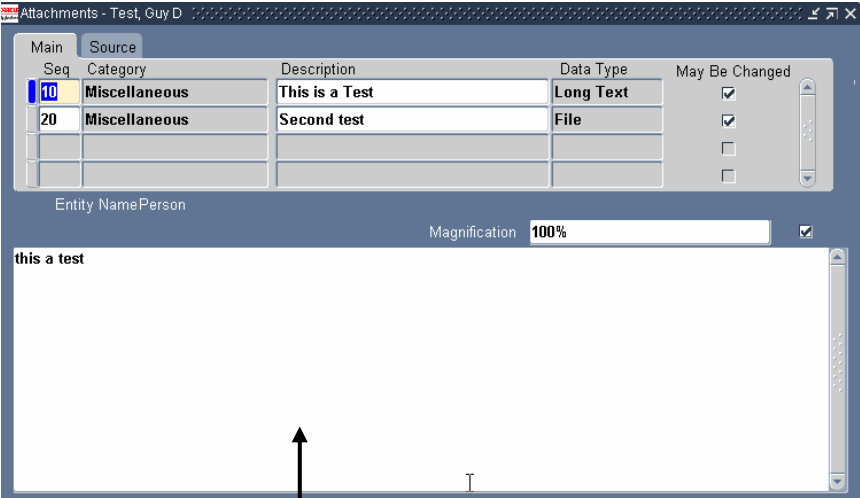
Attaching a Document, Continued

Attaching a Document (continued)

Step	Action
8	<p>A page will appear indicating File upload was successful.</p>  <p>Close window to return to Oracle.</p>
9	<p>Upon returning to Oracle a Decision window will appear. Click the “Yes” button, and Save Work</p> 
10	<p>The Attachments window opens with the Open Document button in the text area. The checkboxes next to the <i>Data Type</i> column indicate if the data “may be changed” when the box is selected.</p>  <p> Note: Multiple data types can be inserted into the text area as attachments for the document being processed.</p>

Viewing and Printing the Attachment

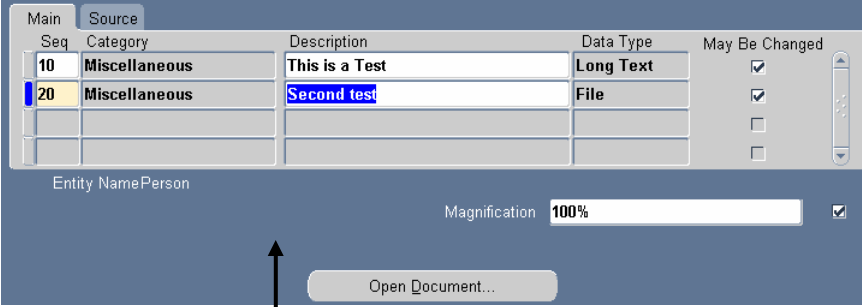

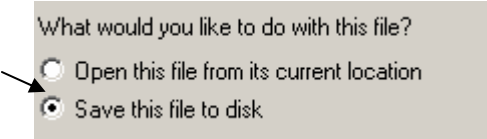
Viewing and Printing

Step	Action
1	<p>To view the attachment(s) to a record, click the Attachment icon on the Toolbar. </p> <p> Note: The shading on the bottom half of the button indicates there is an attachment.</p>
2	<p>The Attachments window opens. Select the Seq and Category you wish to view or print. Depending on the attachment selected the window will appear different. (When a text attachment is selected the message will appear immediately)</p>  <ul style="list-style-type: none"> • Example – Text attachment
3	To print a text attachment, Click < File > < Print >

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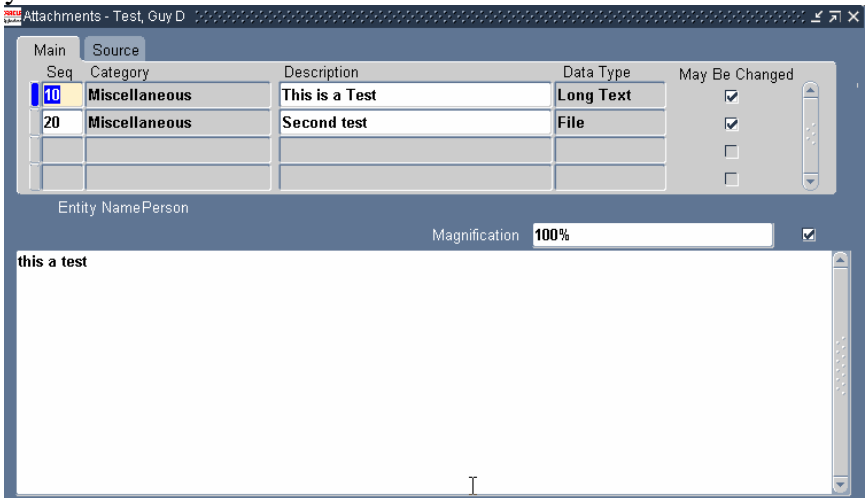



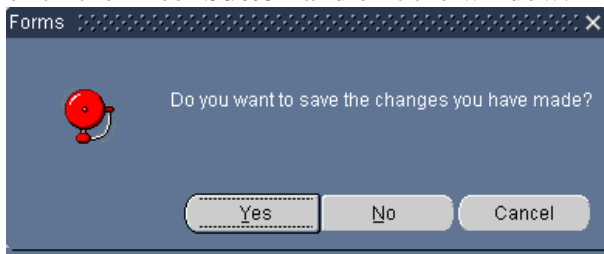
Viewing and Printing the Attachment, continued

Viewing the Document (continued)

Step	Action
4	<p>When a file attachment is elected, an Open Document button will be visible.</p>  <ul style="list-style-type: none"> • Example – File attachment
5	<p>To open the File attachment, click the Open Document button a File download screen will appear.</p> 
6	<p>Make your selection by clicking in one of the fields.</p>  <ul style="list-style-type: none"> • <i>Open this file from its current location</i> – Opens the file automatically and does not save it. • <i>Save this file to disk</i> allows you to select where you would save it before opening.
7	<p>Once the file opens, print the document as normal in a Word or Excel format.</p>

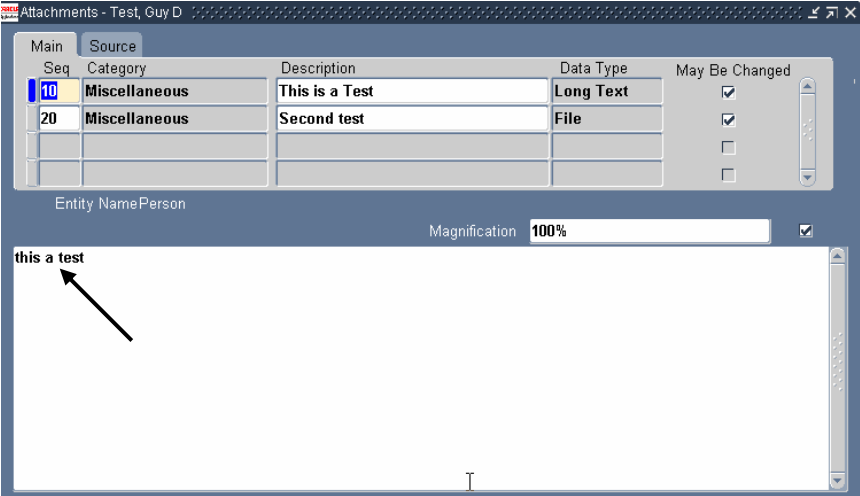


Deleting an Attachment

Deleting an Attachment

Step	Action
1	After selecting the action which has an attachment you want to delete, click the Attachment  icon on the Toolbar.
2	<p>The Attachments window is opened. Select the <i>Seq and Category</i> you want to delete.</p>  <p>Click the Delete Record  button on the Toolbar.</p>
3	<p>A Message Box opens and asks, “Delete only attachment or delete both document and attachment?”</p> <p>Click <Attachment> or <Document and Attachment>.</p> 
4	<p>You must save your work before continuing. Click the save  icon.</p> <p>If you do not save your work and try exit the form, an error message will appear asking “Do you want Save your changes?” click the ‘Yes’ button and exit the window.</p> 

Copying an Attachment from Another Record

Copying An Attachment

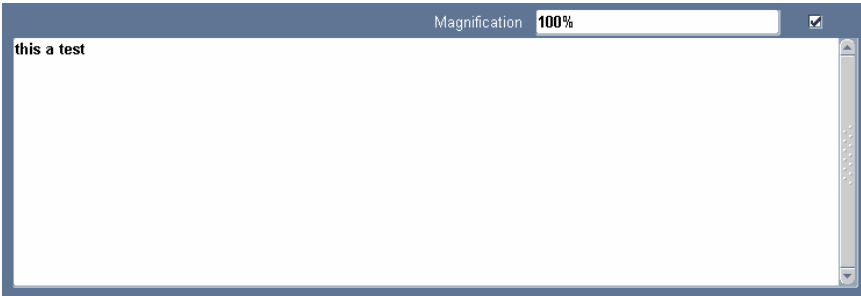
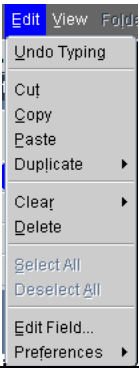

Step	Action
1	Query the record you want to copy the attachment from
2	<p>With the record open, select the Attachment, Highlight the message.</p> 
3	<p>Click <Edit> <Copy>. Exit the window and record.</p> 
4	<p>Query the new record that you want to attach the message. Then Click the  attachment icon.</p>

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Copying an Attachment from Another Record continued

Copying An Attachment

(continued)

Step	Action
5	<p>When the Attachments window is opened. Enter the Category, Description and Data type information</p>  <p>Place cursor in the text message box</p>
6	<p>Click <Edit> <Paste> to transfer copy.</p> 
7	<p>Click Save  icon and close window</p>

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